

# linda maria girón

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*service, collaboration, creativity, empowerment*

## ADMINISTRATION.

**Operations Associate at Golden Thread Productions**  
| October 2020 - current. Potrero Stage - SF, Ca.

- Data management experience running Salesforce/ PatronManager (Classic and Lighting) CRMs, creating reports, tracking donor cultivation and prospects
- Designing and illustrating graphics for social media, fundraising materials and marketing communications (Adobe Photoshop, InDesign)
- Collaborating with EAD, Managing Director and marketing team in drafting copy and policies reflective of the company's mission towards radical equity and inclusion.

**Box Office Manager at Marin Shakes** | June 2019 - October 2019. Marin Shakespeare Co. - San Rafael, Ca.

- Data management experience running Salesforce/ PatronManager (Classic and Lighting) CRMs, creating reports, tracking donor cultivation and prospects
- Management of online Box office and Development tasks on PatronManager; building custom donation forms and ticketing sites.
- Manage on-site Box Office and concession operations; guiding patrons through sales, donations and/or informational queries, delegating reservations, VIP seating, waitlists and food, beverage or gift shop sales.

**Artistic Directing M.A.D Fellow at The Shotgun Players** | April 2019 - March 2020. The Ashby Stage - Berkeley, Ca.

- Assist in casting calls, database organization and artistic leadership of a local independent theater.
- Hosting post-show talkback conversations on M.A.D. Nights, guiding mindful engagement with anti-racist ideology in relation to the show and context of local our community and safe spaces for dialogue.
- Assistant director for 2019 production of *The Flick* directed by Jon Tracy.

**Publications and Production Coordinator at The Learning Design Group** | January 2018 - June 2018  
Lawrence Hall of Science - Berkeley, California.

- Managing data entry related to publication; tracking the development and editorial process of print and digital materials.
- Assisting with in-house printing, inventory and delivery launches of science curriculum kits.
- Copy-editing text readability, page formatting, spelling and grammar through cloud-based editing software (Adobe Workfront, ProofHq).
- Collaborating with the Spanish translation team on special assignments, offering regional and dialectic variations of Spanish vocabulary with regard to the student populations served.

## TEACHING.

**Teaching Artist at Berkeley Interactive Theater** | June 2017 - Present. UC Berkeley - Berkeley, Ca.

- Utilize improvisational performance and public speaking in theatrical presentations for educational workshops or group training.
- Interacting with audiences to reinforce empathy building and conflict resolution.
- Study and memorize detailed character backstories to create realistic Q&A sessions.

**Teaching Artist at SF Youth Theater** | August 2018 - May 2019. Alvarado Elementary - San Francisco, Ca.

- Assist instruction with other co-teaching artists to develop curriculum in Playwriting and Acting.
- Facilitate group activities for students grades 1-5 to encourage teamwork, focus and problem solving.
- Directed students for their end of semester play, a school-wide performance of *The Last Wild Witch*.

## SERVICE.

**Lead Host at Comal** | September 2017 - March 2020.  
Comal restaurant, Es Verdad, LLC - Berkeley, Ca.

- Primary responsibilities include greeting guests, assigning tables, managing team workflow and significant guest queues during busy hours
- Resolve customer issues and complaints, scheduled reservations and manage large customer crowds.
- Assist in the closing and cleaning duties: janitorial tasks, stocking and crafting host/server materials

## EDUCATION.

**Bachelors of Arts in Theater and Performance Studies with honors** | University of California, Berkeley (2017)

- Administrative assistant to Dr. Angela Marino towards research publications and organizing the Teatro Project's video archives
- Developed and produced an original play in fulfillment of an honors capstone project
- Awarded the **Roselyn Schneider Eisner Prize Winners for Continuing Creative Achievement in Acting and Playwriting** by the UC Berkeley Academic Senate Committee on Prizes
- Awarded the **Michael Mansfield and Randy Sweringen Social Justice Award for Artistic Excellence in Creating a More Equitable and Inclusive World** by the Department of Theater, Dance and Performance Studies.

## ADDITIONAL SKILLS.

Native Spanish-speaker. Visual Artist, Actor, Musician Produced, Award-winning Playwright. Experienced public speaker. Design experience: costume, sound (QLab), scenic painting. Graphic design and Illustration (Adobe Photoshop, Fresco, InDesign). Light and sound board operation. **Certifications:** Valid CA Drivers License (vehicle owned/insured)

**Concessions and House Management Staff at The Shotgun Players** | November 2019 - March 2020.  
The Ashby Stage - Berkeley, Ca.

- Managing concessions stock and setup for pre-show and intermission service
- Operating POS, preparing beverages, cocktails and hot drinks while maintaining sanitary work space.
- Facilitating safe, anti-racist post show talk-back spaces upholding values of inclusivity and equity

## RESIDENCIES + AWARDS.

- **American Blues Theater's Blue Ink Award Semi-Finalist** for entry of *amémonos // let us love each other* (2022)
- **Bay Area Playwrights' Festival Finalist** for original plays *Memoria del Silencio en el País de la Eterna Primavera* (2019) and *amémonos // let us love each other* (2022)
- **City Street Artists, Core Artist in Residence** sponsored by PlayGround SF's Innovator Incubator program (2022)
- **María Irene Fornés Playwriting Workshop** (2021) virtual workshop led by Migdalia Cruz
- **Resilience and Development (R&D) Lab** (2020/2021) a playwriting commission with Crowded Fire Theater to develop an original play.
- **Theater Bay Area CA\$H Grants recipient** (2019) a commission for the development of *white iris*
- **Mission Cultural Center for Latino Arts, Artist in Residence** a three month artist residency culminating in a public two week workshop production of *Memoria del Silencio en el País de la Eterna Primavera* (2018)